

Arizona Department of Administration

Facilities Management

JLBC: Paul Shannon
 OSPB: Theresa Garcia

Subcommittee: Assets

DESCRIPTION	FY 2002	FY 2003	FY 2004	
	ACTUAL	ESTIMATE	OSPB	JLBC
OPERATING BUDGET				
<i>Full Time Equivalent Positions</i>	252.9	243.9	245.0	198.9
Personal Services	6,261,400	7,065,000	7,227,600	6,092,600
Employee Related Expenditures	1,734,000	1,957,500	2,052,600	1,654,900
Professional and Outside Services	226,500	847,000	887,000	847,000
Travel - In State	148,700	133,700	147,700	133,700
Travel - Out of State	6,100	2,500	2,500	2,500
Other Operating Expenditures	3,096,300	2,702,600	2,313,100	4,067,800
Equipment	57,100	79,700	34,700	29,700
OPERATING SUBTOTAL	11,530,100	12,788,000	12,665,200	12,828,200
SPECIAL LINE ITEMS				
Utilities SLI	5,713,800	6,100,000	6,100,000	6,100,000
Relocation SLI	0	60,000	60,000	60,000
PROGRAM TOTAL	17,243,900	18,948,000	18,825,200	18,988,200
FUND SOURCES				
General Fund	6,867,000	7,299,600	7,362,500	7,261,100
<u>Other Appropriated Funds</u>				
Capital Outlay Stabilization Fund	8,644,300	10,792,200	10,926,800	10,934,400
Certificates of Participation Fund	0	300,000	0	282,600
Corrections Fund	464,500	506,200	535,900	510,100
Emergency Medical Services Operating Fund	0	50,000	0	0
Lease-Purchase Building Operating and Maintenance Fund	1,268,100	0	0	0
SUBTOTAL - Other Appropriated Funds	10,376,900	11,648,400	11,462,700	11,727,100
SUBTOTAL - Appropriated Funds	17,243,900	18,948,000	18,825,200	18,988,200
TOTAL - ALL SOURCES	17,243,900	18,948,000	18,825,200	18,988,200

CHANGE IN FUNDING SUMMARY

	FY 2003 to FY 2004 JLBC	
	\$ Change	% Change
General Fund	(38,500)	(0.5%)
Other Appropriated Funds	78,700	0.7%
Total Appropriated Funds	40,200	0.2%

COST CENTER DESCRIPTION — *Facilities Management manages the design and construction of state prisons and office buildings, reviews all state construction projects, inspects the condition of non-university buildings at least once every 4 years, and develops a biennial Capital Improvement Plan. Facilities Management also manages Arizona Department of Administration-owned buildings in the Capitol Mall and provides maintenance and janitorial services.*

PERFORMANCE MEASURES	FY 2002 Appropriation	FY 2002 Actual	FY 2003 Appropriation	FY 2004 Recommend.
• Customer satisfaction with agency relocation process (Scale 1-8)	6.0	6.4	6.0	6.5
• Customer satisfaction with tenant improvement process (Scale 1-8)	6.0	6.1	6.0	6.5
• Customer satisfaction rating for building maintenance (Scale 1-8)	6.0	5.2	6.0	6.5
• Ratio of preventative maintenance work orders to total maintenance requests	1:31.5	NA	1:27.8	1:27.8

RECOMMENDED CHANGES FROM FY 2003

		<u>FY 2004</u>
Standard Changes	GF	\$45,200
	OF	96,500

Standard Change **GF** **305,300**

The JLBC recommends as a standard change a General Fund increase for rent charges associated with lease-purchase space vacated by the Arizona State Library, Archives and Public Records.

Transfer Security Badges **OF** **32,200**

The JLBC recommends a General Fund decrease of \$(32,200) and (1) FTE Position in the Capitol Police Program and a Capital Outlay Stabilization Fund increase and 1 FTE Position in the Facilities Management program to facilitate the transfer of responsibilities for issuing security badges to state employees. The corresponding General Fund decrease is shown in the Support Services Cost Center.

One Time Equipment **OF** **(50,000)**

The JLBC recommends an Emergency Medical Services Operating Fund decrease for one-time purchases of automated external defibrillators.

Privatize Custodial Services **GF** **(389,000)**

The JLBC recommends a General Fund decrease and (46) FTE Positions to privatize a portion of the custodial services staff. The recommendation does not anticipate

any decrease in services offered for agencies due to the increased efficiency of private custodial services. The recommendation also retains 20 FTE Positions that will provide custodial services to security sensitive agencies and to act as inspectors of the privatized contractors.

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JLBC RECOMMENDED FORMAT — Detailed Line Item by Fund. *(In the FY 2003 budget, the department had a Lump Sum by Fund with Relocation and Utilities Special Line Items format.)*

JLBC RECOMMENDED FOOTNOTES

Standard Footnotes

It is the intent of the Legislature that the amount appropriated from the Corrections Fund be expended solely for the oversight of construction projects benefiting the State Department of Corrections or the Department of Juvenile Corrections.

Monies in the Relocation Special Line Item are exempt from the provisions of A.R.S. § 35-190, relating to lapsing of appropriations UNTIL DECEMBER 31, 2005.

SUMMARY OF FUNDS - SEE AGENCY SUMMARY

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